



# Used Oil

## Grant Program

  

### FY 2014-2015

## Application Manual

Prepared by:  
**Tennessee Department of Environment and Conservation**  
Division of Solid Waste Management  
Solid Waste Assistance Program  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Ave, 14<sup>th</sup> Floor  
Nashville, TN 37243

[http://www.tennessee.gov/environment/solid-waste/solid-waste\\_grants.shtml](http://www.tennessee.gov/environment/solid-waste/solid-waste_grants.shtml)

# Division of Solid Waste Management FY2014-2015

## Overview

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### BACKGROUND:

The [Used Oil Collection Act of 1993](#) (T.C.A. §68-211-1001) was enacted by the General Assembly to reduce the amount of used oil generated by do-it-yourselfers and disposed of improperly by providing incentives to increase the number of collection facilities for used oil. The Act establishes a used oil collection fund (\$.02 per quart fee levied at the wholesale level on sales of oil in packaged form) to be used in part to establish used oil collection centers. The Act requires establishment of a toll free telephone number to be used by do-it-yourselfers to obtain information on used oil collection centers and programs. The Act complements the [Solid Waste Management Act of 1991](#) (T.C.A. §68-211-866 (b)) requires all counties to provide at least one center to collect used oil and other automotive fluids by January 1, 1995 unless adequate centers are otherwise available for use by the citizens of the county. The Used Oil Collection Act of 1993 provides for collection center grants to municipalities, counties and counties having a metropolitan form of government to establish and operate used oil collection centers at publicly owned facilities or other suitable public or private locations to assist with establishing used oil collection centers for do-it-yourselfer used oil.

### PURPOSE OF THE USED OIL GRANT:

The purpose of the Used Oil Grant is to reduce the amount of improperly disposed used oil by providing incentives to increase the number of collection facilities for used oil generated by do-it-yourselfers.

T.C.A. §68-211-1005 states that the used oil collection fund may be used as follows:

- The department may award grants, to municipalities, counties and counties having a metropolitan form of government to establish and operate used oil collection centers at publicly owned facilities or other suitable public or private locations; and provide technical assistance to persons who organize such programs. (§68-211-1005(2))
- The department may award grants to local governments to purchase equipment that burns oil as fuel. In awarding such grants, priority shall be given to local governments who establish used oil collection centers. (§68-211-1005(3))

## ***Deadline to Submit***

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### **GRANT APPLICATION TIMING AND DELIVERY:**

One complete application with an original signature shall be submitted to and received by the Department of Environment and Conservation, Division of Solid Waste Management, on or before Monday, October 1, 2014 by 4:30 p.m. CDT to be considered. Applications received after 4:30 p.m. CDT on October 1, 2014 will be returned to the applicant without review.

### **MAILING ADDRESS:**

**Tennessee Department of Environment and Conservation**  
Division of Solid Waste Management  
Solid Waste Assistance Program  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Ave, 14<sup>th</sup> Floor  
Nashville, TN 37243

Electronic or facsimile applications will not be accepted.

### **GRANT TIMELINE:**

The anticipated timeline for this grant offering is as follows:

July 1, 2014:	Request for applications announced
October 1, 2014:	Deadline for application submittal
October 15, 2014:	Rate and recommend grant awards
October 22, 2014:	Final Recommendations
November 1, 2014-December 1, 2014:	Announce awards and prepare grant contracts
December 1, 2014:	Send grant contract offer to successful applicants
January 20, 2015:	Mail fully executed grants

## ***Eligibility***

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Tennessee municipalities, counties and counties having a metropolitan form of government to establish and operate used oil collection centers at publicly owned facilities or other suitable public or private locations are eligible for funding consideration.

Two priorities have been established for this offering:

- Upgrade or replace existing equipment to bring used oil collection centers up to the standards of [Used Oil Collection & Recycling Grant Program Requirements](#).
- Establish a new do-it-yourselfer used oil collection center.

As stated in the [Used Oil Collection & Recycling Grant Program Requirements](#), used oil collection centers approved for grant funding will exceed state regulatory standards for this type facility. Review of requests for collection center upgrades, shall consider the existing equipment at a collection center and approval will be given to additional equipment needed to bring the center to the minimum requirement outlined in the [Used Oil Collection & Recycling Grant Program Requirements](#). This review also applies to requests for establishment of new collection centers. Grantees are expected to purchase and install **all** of the equipment requested in the grant application and approved by the Division of Solid Waste Management to assure all used oil collection centers meet these requirements.

## ***Funding***

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The Department has allocated \$500,000 for used oil grants. Grants will be awarded on the basis of merit according to a technical and administrative evaluation of documentation submitted in the application.

Local governments may apply for one or all of the items listed in the Used Oil Grant Budget Worksheet (see Section **Funding Conditions**) with adequate justification for the requested equipment/supplies.

- First priority will be given to upgrade or replace existing equipment at collection centers not currently meeting the standards specified in the [Used Oil Collection & Recycling Grant Program Requirements](#).
- Second priority will be given to establish a new do-it-yourselfer used oil collection center.

The maximum amounts for individual items are shown in the Used Oil Grant Budget Worksheet (see Section **Funding Conditions**). Grant offers will be issued for the maximum amount allowable for the equipment requested. Only those items listed in the Used Oil Grant Budget Worksheet are eligible for funding through this grant.

The maximum funding per center may not exceed \$17,100.

## ***Format and Checklist***

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- ☐ **Step 1.** Complete a Grant Application (form CN0915), Attached.
- ☐ **Step 2.** Complete the Used Oil Grant Equipment Worksheet (Attached) for each collection site for which funding is being requested and the Used Oil Grant Narrative (Attached). Sign certifying that the applicant has read and understands the [Used Oil Collection & Recycling Program Requirements](#).
- ☐ **Step 3.** Complete the Used Oil Grant Budget Worksheet (Attached).
- ☐ **Step 4.** Complete the Used Oil Installation Registration and Notification. Form HN-0 (Attached), if the center(s) is not previously registered.

- ☐ **Step 5.** Provide proof of ownership of land for the proposed used oil collection center.
- ☐ **Step 6.** Provide photos of the site where used oil collection equipment will be located.
- ☐ **Step 7.** Provide a map of the county with locations of proposed and existing used oil collection centers.
- ☐ **Step 8.** Provide manufacturer's specifications for **all** equipment requested.
- ☐ **Step 9.** Have the application and certification statement on the Used Oil Grant Narrative signed by the person legally authorized to sign for the applicant. Applications signed by anyone other than the designated authorized agent (county executive, mayor, executive director, owner or officer etc.) must include a resolution from the appropriate governing body, giving the signee this authority.

## ***Selection Criteria***

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Used oil grant applications and worksheets are reviewed by a team of technical raters that check documentation for accuracy and technical merit. The technical review consists of an evaluation of the center location and demonstrated need. Applications are not scored, but are funded based on technical merits of the application documents and funding availability.

## ***Funding Conditions***

### **USED OIL LINE ITEM BUDGET AMOUNTS**

Maximum grant amounts for each type of eligible equipment (including freight and installation) are shown below. Only the items shown are eligible for grant reimbursement. No line item will be paid in excess of the amount in this table.

	<b>Equipment Description</b>	<b>Maximum Amount Allowed per Location</b>
<b>1</b>	Collection Tank and Spill Pan	\$2,500
<b>2</b>	Canopy for Collection Tank	\$1,000
<b>3</b>	Impermeable Pad	\$1,400
<b>4A</b>	Light Duty Oil Filter Crusher – passenger cars, pick-up trucks	\$1,500*
<b>4B</b>	Heavy Duty Oil Filter Crusher – heavy trucks and equipment	\$2,500*
<b>5</b>	Used Oil Heater including fuel tank and flue pipe	\$8,500
<b>6</b>	Oil Pump	\$700
<b>7</b>	Oil Absorbent Material (i.e. socks, booms, pads, and loose absorbents)	\$500
	<b>TOTAL AMOUNT:</b>	<b>\$ 17,100</b>

**\*Only available to applicants who recycle oil and metal from filters**

- Grant offers will be issued for the maximum amount allowable for the equipment requested (including freight and installation) as shown. Reimbursement will be based on either the actual item price or the grant item maximum, whichever is less.
- The State must review and approve in writing bids for all equipment prior to any commitment for purchase being made.
- Grantees must purchase all equipment requested in the application, approved, and awarded in the grant in order to bring existing or new centers up to standards in the Used Oil Collection & Recycling Grant Program Requirements. Failure to bid and purchase **all** approved equipment may result in all costs being denied for reimbursement.

## Contact

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### RESTRICTIONS ON COMMUNICATION WITH DEPARTMENT STAFF

The persons identified below shall be the points of contact throughout the application and award process. All communications (regular mail, express mail and electronic mail), concerning this application and award process must be addressed:

#### Tennessee Department of Environment and Conservation

Division of Solid Waste Management  
Solid Waste Assistance Program  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue, 14<sup>th</sup> Floor  
Nashville, TN 37243

#### Technical Contact:

*Used Oil Program Coordinator*

Rhonda Paxton

615-532-0807

[Rhonda.L.Paxton@tn.gov](mailto:Rhonda.L.Paxton@tn.gov)

#### Administrative Contacts:

*Grant Project Manager (West Tennessee)*

Lee Peterson

615-741-8890

[Lee.K.Peterson@tn.gov](mailto:Lee.K.Peterson@tn.gov)

*Grant Project Manager (East Tennessee)*

Hayley Benson

615-532-4967

[Hayley.Benson@tn.gov](mailto:Hayley.Benson@tn.gov)

*Grants Program Manager*

Loretta Harrington

615-532-0086

[Loretta.Harrington@tn.gov](mailto:Loretta.Harrington@tn.gov)



# Frequently Asked Questions

**1. What method is used for grant project expense funding?**

Payment of project expenses is on a reimbursement basis. The Grantee must make payments for equipment purchased, and then submit required invoice documentation to TDEC for reimbursement.

**2. When can the grant project begin?**

Projects shall begin only **after** the Grantee is notified by State that the grant has been fully executed and an executed copy received by the grantee. Also, vendors' bids for equipment purchases **must** be submitted and approved by the State **prior** to receiving equipment. Any equipment purchased/received **prior** to the begin date of the approved contract will not be reimbursed. Failure to submit bids for approval **prior** to committing funds may result in denial of costs.

**3. Do I have to follow a bidding process?**

Yes, the grant contract requires all Grantees to follow a competitive bidding process, where practical. While some local governments may use optional purchasing policies, the alternate bidding process used must be justified and must be approved by the State prior to the grantee making obligations for purchases.

**4. Does the State have to approve bids and the bidding process?**

Yes, the grantee's bids and bidding process must be approved in writing by the State, as required by the contract, **prior** to making any purchases. The Grantee is authorized to purchase equipment or materials **AFTER** submitting bids and receiving approval in writing.

Any purchases made **prior** to approval of the grantee's bidding process may result in denial of reimbursement.

**5. Do I have to purchase all of the equipment in the grant?**

Yes, the equipment has been approved based upon your application and a review by technical staff as to the needs of the used oil collection center. The grant applications are evaluated and approved based upon the center's location to assure that every center in the State meets the standards detailed in the [Used Oil Collection and Recycling Grant Program Requirements](#). Funds have been allocated specifically for this contract and may have prevented other recipients from being awarded based on need.

**6. Do I have to purchase a spill pan for a used oil collection tank?**

Yes, spill containment is required for a used oil collection tank purchased with grant funds.

**7. Do I need a Spill Control and Countermeasure Plan?**

Owners and operators of Aboveground Storage Tanks (ASTs) which store more than 1,320 gallons (aggregate total per center) of oil must have and implement a Spill Control and Countermeasure Plan. See page 8 in the [Used Oil Collection & Recycling Grant Program Requirements](#) for more information.

**8. Do I have to recycle used oil filters?**

Yes, all Grantees approved to receive grant funds to purchase a filter crusher shall recycle the used oil and metal from the filters.



## Frequently Asked Questions

**9. Will the State fund more than one heater at the same location?**

The maximum amount of funding available for a used oil heater is \$8,500 per center. If the Grantee has been granted a heater in previous grant cycles, can justify the need for a second heater, and show that adequate amounts of DIY used oil are generated to fuel the additional heater then the State may approve funding for a second heater depending on the availability of funding.

**10. Does the cost of the used oil heater include a collection tank?**

No, the heater includes an attached workbench tank that stores used oil to fuel the heater and is considered part of the heater. A separate, publically accessible collection tank and spill pan will be needed to collect used oil from DIYs.

**11. Is there a list of vendors for the equipment that meet program specifications?**

Yes, there is a list of known vendors that sell used oil equipment in the [Used Oil Collection & Recycling Grant Program Requirements](#). This list may not include all vendors that sell used oil equipment. Other vendors whose equipment meets specifications noted in the [Used Oil Collection & Recycling Grant Program Requirements](#) may also be used.

**12. How long will I have to complete the grant project?**

All grants are issued with a maximum contract term of five (5) years. The grant *Scope of Services* contains specific milestones that must be met, including completion dates for purchases. Any work performed before the contract is executed or after the expiration of contract will not be reimbursable.

**13. What is required to receive reimbursement for equipment expenses?**

When equipment has been purchased, installed, is operational, and has been inspected; the grantee must submit a State Invoice for Reimbursement form and provide supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) before grant funds will be released.

**14. How will Grantees be reimbursed?**

Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide account information in order to receive a grant reimbursement. The ACH form will be included in the grant offering.

**15. What are the Grantee's post completion responsibilities to the proposed project?**

Grantees are responsible for the continued operation and maintenance of the equipment for a period of 5 years after grant award. Failure to comply with this provision will result in prorated repayment of grant funds to the State.

Grantees shall maintain records of the quantities of used oil collected and quantities of used oil filters recycled for this period. The Grantee shall report these amounts to the State in the Annual Progress Report due March 31st each year.

## Frequently Asked Questions

**16. When can I request reimbursement for expenses relative to the grant project?**

Reimbursement invoices must be submitted, after equipment has been purchased, installed, operational, and inspected by the State. The grantee completes a Tennessee Invoice for Reimbursement form and provides supporting documentation (vendor invoices, copies of cancelled checks issued for payment, etc.) before grant funds will be released.

Payments will be made electronically through the Automated Clearing House (ACH). Grantees will be required to provide banking account information in order to receive grant reimbursements. The ACH form will be included in all grant offers.

**17. What are the grantee's responsibilities for the project after the grant is paid in full?**

Grantees must maintain financial documents for audit purposes for three years after the grant is paid in full. Equipment purchased must be properly maintained and operated for a term of five (5) years after grant award or the Grantee must repay a prorated amount to the State.

Some grants may have other responsibilities. The Division's Grant Program Manager can provide more specific details on any other responsibilities required.

**18. Can applicants that have received funding in a prior year apply again this year?**

Yes, an applicant may apply for each grant solicitation, if all activities from **prior** grant funding have been completed and the grantee paid in full.

**19. Can we submit supplemental documents?**

Yes, supplemental documents may be submitted, but only to the extent that these documents support the narrative information provided and are submitted at the time of application. Excess documentation can be cumbersome to evaluate and may detract from the reviewer's ability to make decisions concerning projects. Only **necessary** supplemental documents should be included.

**20. Where can I find grant documents?**

The grant manual, application and associated forms, and Frequently Asked Questions are posted at the Department's website: [http://www.tennessee.gov/environment/solid-waste/solid-waste\\_grants.shtml](http://www.tennessee.gov/environment/solid-waste/solid-waste_grants.shtml)

## Frequently Asked Questions



STATE OF TENNESSEE  
DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
Division of Solid Waste Management  
312 Rosa L. Parks Avenue, 14<sup>th</sup> Floor  
Nashville, TN 37243

**GRANT APPLICATION**

☐ RECYCLING EQUIPMENT ☒ USED OIL ☐ WASTE REDUCTION ☐ OTHER \_\_\_\_\_

**Return Application to Above Address**

APPLICANT INFORMATION:

Name of Agency/Organization:

Address:

Name and telephone number of person responsible for all grant activities (i.e. bidding, purchasing):

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

FEIN#: \_\_\_\_\_

TYPE OF ORGANIZATION:

- [ ] County  
[ ] Municipality  
[ ] Solid Waste Authority  
[ ] Planning Region  
[ ] For-Profit Organization  
[ ] Corporation  
[ ] Proprietorship  
[ ] Partnership  
[ ] Not-for-Profit Organization  
[ ] Other (please specify) \_\_\_\_\_

FOR NON PROFIT ORGANIZATIONS:

Chartered in Tennessee Yes [ ] No [ ]

Date of Charter: \_\_\_\_\_

IRS Classification: \_\_\_\_\_

Attach a copy of approval letter for charter or  
501(c) (3) exemption.

To the best of my knowledge and belief, all data in this application are true and correct. The document has been duly authorized by the governing body of the applicant.

\_\_\_\_\_  
Print or Type Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Telephone: \_\_\_\_\_

\_\_\_\_\_  
E-Mail Address (required if available)

**USED OIL GRANT  
EQUIPMENT WORKSHEET  
(ONE PER SITE)**

Complete **one** Used Oil Grant Equipment Worksheet for **each location for which funding is being requested.**

Name of Collection Center: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Days and hours of operation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**Check box for items requested for this center:**

- ☐ Collection Tank and Spill Pan (both are required)
- ☐ Canopy
- ☐ Impermeable Pad
- ☐ Oil Filter Crusher – Light Duty
- ☐ Oil Filter Crusher – Heavy Duty (justification required)
- ☐ Used Oil Heater - including fuel tank and flue pipe
- ☐ Oil Pump
- ☐ Oil Absorbent Material (i.e. socks/booms, pads, and loose)

**Check the intent of this grant request for this center:**

- ☐ *Upgrade or replace* equipment at an existing DIY used oil collection center
- ☐ *Establish* DIY used oil collection at a recycling center, solid waste collection facility, or other publically owned facility

**If this collection center is located on private property please provide the following information.**

- Proof of ownership of land where used oil collection center will be located

## USED OIL GRANT NARRATIVE

1. Provide quantities of used oil and filters recycled as reported in the most recent Annual Progress Report.
2. Explain in detail the use and specifications (manufacturer specifications if available) for each piece of equipment requested. This is a reimbursement grant program; the grantee will be reimbursed after all of the vendors for the equipment/materials are fully paid. Does the Grantee have adequate funds available to purchase and pay for the requested equipment and/or materials before reimbursement is requested? Yes \_\_\_\_ No \_\_\_\_

If a **collection tank and spill pan** is requested without a pad or a canopy, explain the site design. (Refer to page 4 in the [Used Oil Collection & Recycling Grant Program Requirements](#) for details). Pictures may be included for clarity. A collection tank and spill pan must be placed on an impermeable pad and covered with a canopy or enclosed in a building.

3. If a filter crusher is requested; how and where (vendor name) will the crushed filters be recycled? Provide justification if a heavy-duty oil filter crusher is requested.
4. If a used oil heater is requested, use the following guidelines in sizing the heater needed and calculate below the amount of used oil required for a heating season. Provide the square footage and describe the shape of the building in which the used oil heater will be located. 1 gallon used oil = 7.62 lbs or 1 ton used oil = 262.5 gallons used oil

<u>BTU Output</u>	<u>Building Size</u>	<u>Oil Consumption Rate</u>
250,000 BTUs or less	3,500-6,000 ft <sup>2</sup> with a 16 ft ceiling	1.4 gallons/hr
Greater than 250,000 BTUs	5,000-10,000 ft <sup>2</sup> with a 16 ft ceiling	2.25 gallons/hr

Discuss the sufficiency of used oil available to fuel the heater for the heating season, as calculated above. If the applicant does not collect quantities sufficient for the heating season, how will the short fall be remedied?

5. Based on the proposed operation and needs of the do-it-yourselfers, identify the types and quantities of absorbent socks/booms, absorbent pads, and loose absorbents to be used at the proposed center or distributed to the DIYs that participate.
  
6. All used oil collection centers must be registered. If this center is not currently registered with the Division of Solid Waste Management, complete the enclosed [Used Oil Installation Registration and Notification](#) (Form HN-O) and attach to this application.

I have read and understand the [Used Oil Collection & Recycling Program Requirements](#). I agree that all used oil collection centers for which equipment is being requested will follow the program requirements and provided collection to do-it-yourselfers.

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Signature

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Printed Name

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Title

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Date

## USED OIL GRANT BUDGET WORKSHEET

### USED OIL GRANT BUDGET WORKSHEET (CHECKLIST STEP 3)

Maximum grant amounts for each type of eligible equipment (including freight and installation) are shown below. Only the items shown are eligible for grant reimbursement. No line item will be paid in excess of the amount in this table. Only one table needs to be completed for equipment/supplies being requested for all of the Used Oil Centers.

		A.	B.	C.
	Equipment Description	Maximum Amount Allowed per Location	Total Number of Locations Requesting Equipment	Total Amount A X B = C
1	Collection Tank and Spill Pan	\$2,500		
2	Canopy for Collection Tank	\$1,000		
3	Impermeable Pad	\$1,400		
4A	Light Duty Oil Filter Crusher – passenger cars, pick-up trucks	\$1,500*		
4B	Heavy Duty Oil Filter Crusher – heavy trucks and equipment	\$2,500*		
5	Used Oil Heater including fuel tank and flue pipe	\$8,500		
6	Oil Pump	\$700		
7	Oil Absorbent Material (i.e. socks, booms, pads, and loose)	\$500		
	TOTAL AMOUNT:	\$17,100		

**\*Only available to applicants who recycle oil and metal from used oil filters**

- Grant offers will be issued for the maximum amount allowable for the equipment requested (including freight and installation) as shown. Reimbursement will be based on either the actual item price or the grant item maximum, whichever is less.
- The State must review and approve in writing bids for all equipment prior to any commitment for purchase being made.
- Grantees must purchase all equipment requested, approved and awarded in the grant in order to bring existing or new centers up to standards in the Used Oil Collection & Recycling Grant Program Requirements. Failure to bid and purchase all approved equipment may result in all costs being denied for reimbursement.





State of Tennessee  
Department of Environment and Conservation  
Division of Solid Waste Management  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue, 14th Floor  
Nashville, TN 37243

**HN - O**

REPORT YEAR

FILE NUMBER

**USED OIL INSTALLATION REGISTRATION AND NOTIFICATION**

NOTE: THIS FORM IS USED TO REGISTER NEW USED OIL FACILITIES OR FOR ANY EXISTING BUSINESS TO NOTIFY THE STATE OF ANY INFORMATIONAL UPDATE CONCERNING USED OIL ACTIVITY ON FILE.

**PART A: FACILITY TYPE** (CHECK ALL THAT APPLY)

- |                                                     |                                            |                                                          |
|-----------------------------------------------------|--------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> USED OIL TRANSPORTER       | <input type="checkbox"/> COLLECTION CENTER | <input type="checkbox"/> USED OIL PROCESSOR / RE-REFINER |
| <input type="checkbox"/> USED OIL TRANSFER FACILITY | <input type="checkbox"/> USED OIL MARKETER | <input type="checkbox"/> OFF-SPEC USED OIL BURNER        |

**PART B: CURRENT INFORMATION**

USED OIL REG NUMBER

EPA ID NUMBER

SITE OR BUSINESS NAME

PHYSICAL LOCATION: ADDRESS, CITY, STATE, ZIP OR DIRECTIONS TO SITE - NO P.O. BOX NUMBERS!

COUNTY

PHONE(S)

FAX

E-MAIL

**PART C: MAILING ADDRESS**

BUSINESS MAILING ADDRESS CITY, STATE, ZIP

SEND MAIL TO THE ATTENTION OF:

FOREIGN PROVINCE

FOREIGN MAIL CODE

COUNTRY

**PART D: BILLING INFORMATION**

SEND BILLING INFORMATION TO THE ATTENTION OF:

BILLING ADDRESS, CITY, STATE, ZIP

**PART E: OWNER INFORMATION**

OWNER NAME AND TITLE

OWNER MAILING ADDRESS CITY, STATE, ZIP OR FOREIGN PROVINCE, FOREIGN MAIL CODE AND COUNTRY

PHONE(S)

FAX

E-MAIL

\*OWNER CODE AND LAND CODE - SELECT FROM THIS LIST: Federal (F); State (S); Private (P); Indian (I); County (C); Municipal (M); District (D); Other (O)

DATE OWNERSHIP BEGAN

\*OWNER CODE

\*LAND CODE

**PART F: BUSINESS OR SITE MANAGER**

NAME AND TITLE ADDRESS CITY, STATE, ZIP

PHONE(S)

FAX

E-MAIL

**PART G: SITE TECHNICAL CONTACT**

NAME AND TITLE ADDRESS CITY, STATE, ZIP

PHONE(S)

FAX

E-MAIL

USED OIL REG NUMBER	EPA ID	SITE NAME
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**PART H: SITE EMERGENCY CONTACT**

NAME AND TITLE ADDRESS CITY, STATE, ZIP

PHONE(S) FAX E-MAIL

**PART I: USED OIL ACTIVITY AT THIS SITE (CHECK ALL THAT APPLY)**

COLLECTION CENTER	TRANSPORTER	MARKETER	OFF SPEC BURNER	PROC / RE-REFINER
<input type="checkbox"/> DO-IT-YOURSELF <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> BOTH COMMERCIAL AND DO-IT-YOURSELF	<input type="checkbox"/> TRANSPORT ONLY <input type="checkbox"/> TRANSFER FAC ONLY <input type="checkbox"/> TRANSPORT AND TRANSFER	<input type="checkbox"/> DIRECTS SHIPMENTS OF USED OIL TO BURNER <input type="checkbox"/> FIRST CLAIMS THE USED OIL IS ON-SPEC	<input type="checkbox"/> UTILITY BOILER <input type="checkbox"/> INDUSTRIAL BOILER <input type="checkbox"/> INDUSTRIAL FURNACE	<input type="checkbox"/> PROCESS ONLY <input type="checkbox"/> PROCESS AND RE-REFINE <input type="checkbox"/> RE-REFINE ONLY

**PART J: RETURN COMPLETED FORMS TO:**

State of Tennessee  
Department of Environment and Conservation  
Division of Solid Waste Management - Waste Activity Audit  
William R. Snodgrass Tennessee Tower  
312 Rosa L. Parks Avenue, 14th Floor  
Nashville, TN 37243

► FOR MORE INFO OR ASSISTANCE CONTACT:  
TDEC at 615-532-0780 OR FAX TO: 615-532-0938  
VIEW OUR WEBSITE AT:  
<http://www.tn.gov/environment/land.shtml>

**PART K: CERTIFICATION**

I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINTED NAME

TITLE

DATE

**BELOW FOR DEPARTMENTAL USE ONLY**

DATE RECEIVED	RECEIVED BY	DATE CLOSED	DATE REGULATED	DATE DE-REGULATED
COUNTY CODE	PRIORITY	GENERATOR <input type="checkbox"/> YES <input type="checkbox"/> NO	SMALL GENERATOR <input type="checkbox"/> YES <input type="checkbox"/> NO	SPECIAL STATUS
COMMENTS				